



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

Sylvester Turner

Mayor

Jerry Adams
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.393.9126
<https://purchasing.houstontx.gov>

June 12, 2018

SUBJECT: Letter of Clarification No. 2
Harmony in the Air

REFERENCE: RFP No.: S33-Q26586

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

1. To replace in its entirety page 9 with the attached page 9: "Revised June 12, 2018".
2. To add the attached page 26 "Offer and Submittal Form" as a requirement to the solicitation.
3. To extend the solicitation due date from Thursday, June 14, 2014 at 2:00 P.M. to Thursday, June 21, 2018 at 2:00 P.M.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact Conley Jackson at conley.jackson@houstontx.gov or 832.393.8733.

Sincerely,

A handwritten signature in black ink, appearing to read "JA" or "Jerry Adams", is written over a horizontal line.

Jerry Adams
Chief Procurement Officer

- 3.1 Provide an introductory and short (five pages maximum) biography of the PAOs and/or IMs including education, training, performance history, genre of music performed, awards, recordings, and any other information deemed important to include.
- 3.2 Summarize five or more jobs (in similar size and scope to this RFQ), with brief descriptions that demonstrate your experience providing the required services.
- 3.3 Track record: Provide a summary of the PAOs and/or IMs background history, number of years in business and if applicable, the number of musicians in the PAOs and their availability to participate in the Program.
- 3.4 Portfolio: Provide the number of current and ongoing performances, and for each, give the location, venue name, contact information, dates and times of performance.
- 4.0 Client References: Provide the name and reference contact information of five (5) clients for whom you have provided music performances within the past three (3) years. Provide brief descriptions of the performances. Specifically, provide the following:
 - 4.1 Name and location of the venue for performances.
 - 4.2 "CURRENT" reference contact name, telephone numbers, and e-mail addresse(s).
- 5.0 Conflict of Interest: Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the qualifications package.
- 6.0 Forms and Certifications: Complete all forms and certifications attached, as appropriate.
- 7.0 Required Forms with Submission:
 - 7.1 References (Exhibit I) Refer to the form attached to Clarification Letter No. 1
 - 7.2 Fair Campaign Ordinance (Exhibit II)
 - 7.3 Contractor Ownership Disclosure Ordinance and Affidavit of Ownership Control (Exhibit III)
 - 7.4 Anti-Collusion Statement (Exhibit IV)
 - 7.5 Conflict of Interest Questionnaire (Exhibit V)
 - 7.6 Offer and Submittal (Exhibit VI)

PART V – RESPONDENT SUBMISSION INSTRUCTIONS

1.0 General Information

- 1.1 Number of Copies. Submit **one (1)** original hard copy of qualifications package, including a cover letter signed in BLUE ink, and **five (5)** electronic thumb drives containing a copy of the original qualifications package sealed in separated envelope bearing the assigned solicitation number located on the first page of this RFQ solicitation document to:
 - 1.1.1 Office of the City Secretary
City Hall Annex, Public Level
900 Bagby Street
Houston, Texas 77002

**EXHIBIT VI
OFFER AND SUBMITTAL**

NOTE: SUBMISSION MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE RESPONDENT, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

Respectfully Submitted:

(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City):

Federal Identification Number:

By: _____
(Signature of Authorized Officer or Agent)

Printed Name: _____

Title: _____

Date: _____

Address of Contractor: _____
Street Address or P.O. Box

City – State – Zip Code

Telephone No. of Contractor: (____) _____

Signature, Name and title of Affiant: _____

(Notary Public in and for) _____ County, Texas

My Commission Expires: _____ day of _____ 20____